

Class Title: Assistant City Auditor I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Conducts audits or reviews of City programs, activities and functions in the areas of finance, compliance, operations, performance and special investigations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | S | Performs field work to determine audit results by conducting entrance conferences, evaluating internal controls, following audit program steps to test, examine, analyze, and draw a conclusion based on the evidence, documenting and summarizing all material findings, discussing them with management, and communicating the results to the auditee and various City leaders by preparing a draft report and work papers. |
| 2 | S | Conducts an analysis prior to performing an audit by preparing audit objectives, assessing risk, reviewing prior audit findings, researching related codes, laws and regulations, gaining an understanding of the system to be audited, performing a preliminary evaluation of internal controls for sufficiency and possibility of fraud exposure, preparing and determining the scope of audit programs, preparing the budget, and preparing and conducting an entrance conference. |
| 3 | S | Follows up on the audit to determine if corrective action has been taken in response to recommendation by researching and summarizing the findings, conducting a conference with management, and issuing a report. |

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Six months in municipal accounting. |
| Certifications and Other Requirements | Valid Driver's License |
| Reading | Work requires the ability to read reports, codes, regulations, contracts, policies and procedures and evidence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as college business math and statistics. |
| Writing | Work requires the ability to write audit reports and programs, questionnaires, memos and work papers. |
| Managerial | Managerial responsibilities include planning audits. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Job has no responsibility for the direction or supervision of others. |
| Complexity | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary X | Light | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | O | Meetings |
| Sitting | C | Computer, desk work |
| Walking | O | Inter-office |
| Lifting | R | Storage boxes, briefcase, office equipment, files |
| Carrying | F | Storage boxes, briefcase, office equipment, files |
| Pushing/Pulling | R | Storage boxes, briefcase |
| Reaching | N | |
| Handling | C | Storage boxes, office equipment, files |
| Fine Dexterity | C | Computer keyboard, calculator |
| Kneeling | N | |
| Crouching | N | |
| Crawling | N | |
| Bending | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, desk work, co-workers |
| Hearing | C | Telephone, co-workers, meetings |
| Talking | C | Telephone, co-workers, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, H.T.E., ACL, Standard Microsoft Windows and Office software, Internet, Intranet

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | N |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | R |
| Other (see 3 below) | N |

(3)